



VOLUNTEER OPPORTUNITY

The City of Lemon Grove has the following non-paid position available:

Finance Department Volunteer: Under general supervision, assists in performing a variety of typing, copying, scanning, clerical, and general office duties in support of the Finance Department. Duties include compiling data as directed; performing data entry and filing; duplicating and distributing materials as necessary; distributing mail; covering lunch breaks at the front counter, which includes answering incoming calls and routing callers; receiving the public and answering questions as appropriate; and performing related duties as assigned.

Prospective volunteers must have a positive attitude; strong organizational skills; effective communication and reception techniques as well as strong interpersonal skills; and familiarity with a variety of office equipment.

A volunteer may work up to approximately 20 hours per week. In most cases, volunteer hours can be arranged around other commitments. Pertinent training will be provided by the Finance Department in order to perform the specified tasks.

Interested volunteers may obtain a Volunteer Registration Form at the Reception Desk at City Hall (3232 Main Street, Lemon Grove, CA 91945) and/or request for one via email to Roberto Hidalgo, Human Resources Manager at rhidalgo@lemongrove.ca.gov. Volunteer Registration Forms will then be reviewed and referred to the Finance Department for personal interviews and possible placement.

If you possess any particular skills that were not discussed but would like to make us aware of them, you are encouraged to complete and submit a Resume in addition to the Volunteer Registration Form.

If you have any questions regarding this volunteer opportunity, please contact Roberto Hidalgo at (619) 825-3848 or via email as provided above.

07/21/21

The provisions of this bulletin do not constitute an expressed or implied contract and any provision may be modified or revoked without notice.